

Subject: CREDENTIAL, CERTIFICATE, LICENSE

REFERENCES	SECTIONS
Classification and Pay (C & P) Guide	170
Human Resources Policy Memos http://www.ohr.dgs.ca.gov/HRMemos/default.htm	02-027
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm http://www.dpa.ca.gov/statesys/dpa/oalrules.htm	DPA Rule: 599.921 thru 599.922.3; 599.676 SPB Rule: 84, 172, 254.1; 433; 433.1 GC: 18900; 18931; 18938; 19057.1; 19706; 20370, 19585 Business & Professions Code: 4828, 2876.6
Memo of Understanding (MOU) http://www.dpa.ca.gov/collbarg/contract/bumenu.shtm	Varies. See individual classification specification and MOU for specific details
Pay Scales http://www.dpa.ca.gov/jobinfo/pay_scales/toc.shtm	Alternate Ranges: 7, 8, 9, 14, 15, 19, 37, 43, 73, 89, 92, 110, 154, 172, 176, 178, 184, 195, 198, 226, 229, 230, 231, 236, 249, 251, 263, 276, 289, 295, 307, 308, 310, 318, 337, 342, 343, 351, 355, 356, 360, 361, 362, 363, 398, 400, 418, 420, 421, 423, 424, 425, 426, 428, 430, 431 Pay Differentials: 1, 2, 6, 7, 21, 45, 47, 84, 119-122, 187, 189, 195, 213, 233, 244
Payroll Procedures Manual (PPM) http://www.sco.ca.gov/ppsd/ppm/index.shtml	6.0
Personnel Management Policy and Procedures Manual (PMPPM)	101.14, 311, 315.5, 400, 430
Responsible Control Agency and Program	State Personnel Board Department of Personnel Administration
Selection Manual (Old)	6920
SPB/DPA Policy Memos http://www.dpa.ca.gov/statesys/dpa/srchfpml.shtm http://www.spb.ca.gov/pinkies.htm	PML 99-064, 2000-73, 2001-060, 2002-012 SPB Pinkies: 5-10-02, 11-24-93
Other:	
Budget Letter State Bar Membership SPB Typing Test Dates Personnel Operations Manual (POM) section on Interviews, Time Off For	01-44 http://www.dof.ca.gov/html/budlettr/letters.htm http://members.calbar.ca.gov/search/member.aspx http://www.spb.ca.gov/Employment/typing.htm http://www.documents.dgs.ca.gov/ohr/pom/Interviews-Time Off.pdf

Certificate/Credential/License

Definition/ Explanation

Some classifications may require by law, an employee to possess a valid certificate, credential or license for various reasons, or be a member of a professional organization, to perform the duties of a class, such as the State Bar Association. If a certificate, credential, or license is required for employment, these requirements may be found in the classification specification and/or alternate range criteria for the classification. Some examples of classes that require a certificate, credential or license are as follows: (For a complete list, see DPA rule 599.922).

- Attorney
- Physician
- Dentist
- Teacher
- Scientist
- Engineer

Examples of classes that require a certificate include:

- Clerical classifications.
- Classifications to be filled by a bilingual employee. Employee would be required to show evidence of a valid bilingual certificate.
- Classifications requiring driving. Employee would need a valid California Driver's license.

Employees, who do not keep current with the required certificate, credential, or license may be non-punitively terminated. An employee who has been non-punitively terminated may reinstate if the required license is obtained. Reinstatement is permissive with the appointing authority. There is no mandatory return right. (See Section on Non-punitive dismissals).

Policy

It is the policy of DGS that any classification requiring a certificate, credential, or license must be obtained **prior** to appointment. A copy of said certificate, credential or license must accompany the appointment documents when submitted to the Personnel Transactions Unit (PTU). All legal requirements must be met **prior** to appointment.

Some bargaining units allow for reimbursement for the cost of obtaining a certificate, credential, license or membership to a professional organization. Refer to specific bargaining unit for reimbursement instructions.

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Certificate/Credential/License, Continued

Responsibilities The following table depicts the responsibilities of the parties involved when a certificate, credential, or license is required for the position.

Individual/Unit	Responsibility
Personnel Liaison (PL)	<ol style="list-style-type: none">1. Prepares Request for Personnel Action (RPA) and submits to the Classification and Pay (C&P) Analyst.2. Determines if a certificate, license or credential is required for the job to be filled. In order to determine if a classification requires a credential, certificate or license, refer to the classification specification. This information is contained under the "minimum qualifications" and will list the legal requirement(s).3. Any classification that requires the ability to type must be indicated on the job opportunity bulletin (JOB) and must include the phrase "Applicants may need to provide a copy of a valid typing certificate, if a job offer is made, indicating they can type at a minimum of (enter words per minute required of the class) words per minute." Refer to HR Memo 02-027 for specific information regarding typing certificates. If a valid driver's license is a requirement, it must be job related (e.g., Truck Driver), or membership in the California State Bar is authenticated by checking the following link http://members.calbar.ca.gov/search/member.aspx.4. Obtains from the potential incumbent, a copy of the certificate, license or credential, which must be provided to the Personnel Specialist (PS) in the PTU upon processing the appointment.

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Certificate/Credential/License, Continued

Responsibilities (continued)

Individual/Unit	Responsibility
C&P Analyst	<ul style="list-style-type: none">• Verifies classification requires certificate, license or credential.• Asks the PL if the potential appointee has provided proof of evidence of the required certificate, credential, or license.• Approves/denies as appropriate. (See Section on RPAs).

Commercial driver's license, BU 12

The following positions have been identified as requiring a commercial driver's license:

Heavy Truck Driver	306-185-6378-001	Procurement
Heavy Truck Driver	306-180-6378-002	Procurement
Heavy Truck Driver	307-800-6378-900	State Publishing
Truck Driver	307-800-6381-900	State Publishing

Employee's holding the above positions are entitled to Pay Differential 34, which is five percent pay differential calculated on the maximum salary rate of the classification. Refer to the following link regarding the pay differential

http://www.dpa.ca.gov/jobinfo/pay_scales/section_14/pay_differential_034.pdf

Section 10.13 of the Memorandum of Understanding for Unit 12 discusses specific procedures for time off to take an examination for a commercial driver's license, which varies from the standard time off in all other situations. Refer to the MOU if your program uses classifications that require a commercial driver's license. Also, refer to the section in this manual on Interviews, Time Off For.

The following sections in the contract should be also be reviewed, which pertain to Medical Examinations (12.3) and License Fee Reimbursement (12.4).

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Certificate/Credential/License, Continued

Typing certificate

Pursuant to State Personnel Board (SPB) laws and rules; and issuance of Human Resources Memorandum HR 02-027, all appointments and transfers to a position that requires the ability to type and the potential employee has no prior appointment in a “typing” classification, **shall** provide proof or evidence that s/he can type at the minimum words per minute (WPM) required for the classification (refer to the classification specification).

Exception

Exception to the above may be made for reasonable accommodation placement and during staff reductions for impacted employees. However, the employee **shall** obtain a valid typing certificate within his/her probationary period. Failure to obtain a valid typing certificate **shall** result in a non-punitive termination and the employee shall return to his/her former position.

During the probationary period, the employee’s supervisor **shall** allow at least thirty minutes per day for the employee to practice typing in order to increase his/her technique and speed to obtain a valid typing certificate.

Additionally, the employee’s supervisor **shall** ensure the employee schedules a typing test once a week following a reasonable practice period, generally one month if practicing every day.

The following table identifies resources for keyboarding and certification.

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Certificate/Credential/License, Continued

Typing certificate (continued)

Keyboarding	Certification
<ul style="list-style-type: none">• Mavis Beacon Teaches Typing (contact headquarters Office of Technology Resources [OTR] Call Center, 375-4357, request installation of Mavis Beacon Teaches Typing and provide OTR with your user name; OTR will remotely install the program) you may retain the software on your computer as long as you wish or contact OTR to remove it• Self-enrolled course• Public Library for typing book and/or CD-ROM• Purchase own software	<ul style="list-style-type: none">• State Personnel Board (SPB) http://www.spb.ca.gov/Employment/typing.htm• Employment Development Department (EDD) job service office (telephone numbers are listed in the State of California Telephone Directory)• Business or vocational schools• Community colleges• High schools• Adult education centers• Any State Agency/Department• DGS computer lab (contact TPES for schedule)

Membership in the State Bar

Candidates for any attorney position **shall** be an active member of the State Bar of California prior to appointment. Membership **shall** be verified by the Personnel Liaison (PL) at the following link and the information relayed to the C&P Analyst <http://members.calbar.ca.gov/search/member.aspx>
